

Court Recorder/Video Operator

Posting Date: January 2, 2014 **Application Deadline:** Until Filled

General summary:

Under general direction, operates courtroom video system, maintains logs/notes of Court hearings, swears in witnesses, marks trial exhibits and maintains exhibit logs, prepares necessary paperwork for appellate appointments, makes video/CD copies of court proceedings, and processes requests to be excused from jury service.

Principal duties and responsibilities:

- Operates Courtroom video system; takes notes and maintains logs of Court hearings; swears witnesses; marks exhibits, maintains witness and exhibit logs; processes billing for maintenance/service on video system; handles service calls with JAVS representative.
- Coordinates with Court Administrator to review requests to be excused from jury service and prepares responses to such requests; works in conjunction with the County Clerk's office to have sufficient number of jurors for trial, responds to questions and briefs prospective jurors of certain Courtroom procedures upon their first appearance for jury duty.
- Reviews requests for appellate counsel and responds to such requests at the direction of the Circuit Judge; prepares necessary paperwork for such appointments; maintains list of attorneys who accept appellate appointments; processes requests for payment from appellate attorneys.
- Processes requests for written transcripts and provides the video tape/CD of Court hearings to the transcription company; maintains log of video tapes/CDs sent to the transcription company; processes billing from transcription company.
- Assists Court Administrator in screening phone calls and assisting visitors.
- Processes requests for payment submitted by attorneys appointed by the Court; submits report to SCAO regarding appointed counsel for indigent defendants.
- In the absence of the Court Administrator, schedules hearings, opens mail, prepares documents/orders as requested by Judge, assists in case evaluation.
- Assists in scheduling conference rooms, screening inmate mail, provides assistance for parties appearing for Court hearings.
- Will coordinate with County Clerk regarding collection of unpaid fines/costs.

- Prepares case files for Court proceedings.
- Assists in preparing written orders on criminal and civil cases.
- Applicant must be able to multitask in a high paced environment.
- Must be a self starter showing initiative to lead and exercise independent judgment.
- Must possess excellent organization skills.
- Must be able to maintain confidentiality of Court records and information.

Qualifications/Experience:

Experience and familiarity with the caseload of the Circuit Court. Must be a certified electronic operator (CEO) to operate Court recording equipment, or willing to obtain mandatory certification. Experience in a Court setting or other relevant education or professional experience that provides equivalent knowledge, skills, and abilities.

Education:

High School Diploma required. Related college course work or degree is preferred.

Pay Scale: \$14.03 to \$17.58, five step increase system **Full-time** 37.5 hours per week

Send resumes/correspondence to:

15th Circuit Court
ATTN: Application
Branch County Courthouse
31 Division St.
Coldwater MI 49036

Branch County is an equal opportunity employer.